

Records 5

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From [redacted]

To. [redacted]

Subject: Status of Microfilm Project.

1. Project M-16

This project involves the microfilming of intelligence information documents received from other agencies, with special emphasis on the microfilming of those received in one copy only. A considerable backlog in microfilming of single copy items has developed. This portion of the project requiring about one-half of the time of one camera operator can be eliminated if the present operator detailed to the Library for microfilming purposes remains on the Job. After this backlog has been eliminated the operator can begin to microfilm the other holdings of the Library.

In order to microfilm the bulk of the Library collections two (2) cameras should be used on a full time basis. The library should review the film promptly after processing, and should carefully label the film carton boxes in which the individual reels are stored. Retakes should be spliced onto the beginning of the reels in which the illegible images occur.

If all of the Library holdings are microfilmed in order according to the CIA control numbers, and if adequate subject finding aids are maintained it should be possible to reduce the amount of microfilming of copies of these same documents in the various Offices and Staffs.

The above problems have been diagnosed with [redacted] and he is thoroughly familiar with the ~~CIA Library problem~~. *Above situation.* STAT



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